



Role of the Artist

The artist is an expert in his or her art discipline and is essential in communicating the creative process of that specific art form to an audience. Successful partnerships between artist educators, teachers, after school providers and students develop projects based on shared curricular objectives.

Artist educators and community partners contacted by Arts @ Large staff or school representatives complete a comprehensive contracting process prior to beginning projects. Artist and organization partners will be asked to:

Provide a proposal to Arts @ Large to include:

- A brief description of the project.
- A complete schedule (mutually agreed upon between the partner and school or after school representative).
- Legal name, date of birth and social security number for each individual providing services. Arts @ Large will complete a criminal background check with the State of Wisconsin.
- Proof of insurance that aligns with the school district standards. (If the partner is uninsured, they will be covered under the umbrella of Arts @ Large's insurance coverage).
- Proposed artistic fee.

When this information has been provided, Arts @ Large will contact school representatives to cross-check that all parties are in agreement as to the specifics of the project. When all is in order, a contract will be generated and sent to the artist educator or organization for signature. When signed contracts are returned to Arts @ Large, a countersigned contract will be mailed to the partner for their files.

NOTE: Signed contracts must be on file with Arts @ Large BEFORE the project begins.

If the residency schedule changes, communicate the changes to the site and Arts @ Large staff. Make sure that all parties agree on the changes to scheduling or project structure.

Once the project has been completed, please **E-MAIL** the invoice to invoice@artsatlargeinc.org, and fill out our [artist residency survey](#) (this link is also on our artist "resources" page; final payment will NOT be made without a completed artist survey).

Artist/Arts Organization Proposal to Arts @ Large
(Please submit at least 2 weeks prior to start date.)

Artist/Arts Organization _____ Artist Contact _____

Artist Phone _____ Artist E-mail _____

Arts @ Large School _____ School Contact _____

After School Program Provider _____ After School Contact _____

Please provide a description of services & how the project connects to academic curriculum in an inclusive model for students of all learning and physical abilities. *(Please add additional pages, if necessary.)*

Technical Requirements

Artist will provide _____

Arts @ Large Schools will provide _____

Grade Level of Students to be Served _____ Number of Students _____

Individuals Providing Service

(Each individual requires a cleared background check prior to providing services.)

Name	Date of Birth	Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dates/Times of Service

Proposed Fee *(Please provide a breakdown of fees to include artistic fee, materials, etc.)*

- W9 submitted with this proposal. A certificate of insurance is submitted with this proposal.
- An artist survey will be submitted to Arts @ Large with the final invoice.

Please submit via **Mail** to protect each individual's confidential information.

Mail to: Arts @ Large, Inc., 908 S. 5th Street, Milwaukee, WI 53204 / Office Number: 414-763-7379